



**RFP #DPL-CL-1810
Addendum #1**

Date: March 16, 2018

RFP #: DPL-CL-1810

RFP Description: Elevator Maintenance and Repair Service for a Three (3) Year Period

Due Date: March 29, 2018 @ 2:00 p.m.

Return To: DETROIT PUBLIC LIBRARY
Purchasing Department
5201 Woodward Avenue
Detroit, MI 48202

Please see the following responses to questions raised at the Pre-Proposal conference held on Tuesday, March 13, 2018:

1.) Who is the Library's current service Provider?

Response: Kone, Inc.

2.) Are escalators included in the requested services?

Response: No, escalators are outside of the scope of this RFP.

3.) Will potential contractors be allowed to inspect the equipment?

Response: There will be a site visit scheduled for all to see the equipment. The site visit will be held on Monday, March 19, 2018 @ 9:30 a.m. We will begin at the Main Library, 5201 Woodward Avenue. Once the inspections are complete at the Main Library, we will travel to the Redford Branch, 21200 Grand River. Due to the construction at Skillman, it is not possible to inspect the elevator equipment at this branch. Therefore, Elevator No. 5329, Skillman, is removed from the list of equipment. Once this equipment is back in service, a quote will be done for the maintenance/repair of this elevator.

4.) Are there any elevators that are having major issues?

Response: No however, there is one elevator that is down and has been taken out of service. This elevator will be replaced and is not part of the scope of this RFP (Woodward Elevator).

5.) Does the Library have drawings for the elevators? Wiring diagrams?

Response: *Any diagrams and/or drawings are inside the elevator unit. If wiring diagrams are needed, the contractor shall bill the cost to the Library. The diagrams shall become the property of the library.*

6.) When was the last City inspection completed?

Response: *Approximately 3 months ago*

7.) Who does the elevator phones dial in case of emergency?

Response: *The phones dial the Library's Security Department. The Security Department then contacts the Fire Department and the Elevator service contractor.*

8.) Is there a day preference for service?

Response: *Service is preferred at Main Library on Monday due to the building being closed to the public. Also, it is requested that Redford Branch's service calls be conducted prior to 10:00 a.m.*

9.) Please replace The Scope of Work and Pricing Sheet (pp 10-14) with the attached revised Scope and Pricing Page.

All other instructions and provisions of the RFP remain unchanged.

This addendum shall be acknowledged and included with your bid response. Please be advised that failure to acknowledge this addendum may result in rejection of your bid.

Acknowledgement

Date

IV. SCOPE OF SERVICES

This RFP covers the Detroit Public Library elevators listed on the attached form. Proposers shall have a minimum five-year record of successful experience in the business of installing and/or servicing elevators of the type covered by these requirements. Subcontracting shall not be allowed. Responders shall have adequate staff to respond to emergency callback service requests within one hour of receipt of call.

Complete Maintenance Elevator Service

REQUIREMENTS:

1. The contractor shall regularly and systematically examine, adjust, lubricate and clean the elevators at a time agreeable to the Library, and if conditions necessitate, repair or replace parts and equipment with the following exceptions:

The repairing, refinishing or replacing of cab enclosures, cab floors, cab door panels, hoist way door panels, frames and sills, hydraulic cylinders, and power switches and feeder to the controller.

2. It is expected that the above work will be performed during normal daytime working hours of the elevator trade, Monday through Friday, excluding holidays, for 8 hour callback.
3. When required, emergency callback service shall be provided during the hours indicated on the bid sheet at no additional cost to the Library.
Emergency callbacks requested after the hours indicted on the bid sheet and/or any examinations, adjustments or repairs conducted at the specific request of the Library, during overtime hours of the elevator trade shall be paid for at the difference between the regular and overtime rate provided by the contractor's bid.
Response to emergency callbacks, as defined by the Library, shall be within one hour after time of call with service technician on site.
4. If any required safety test becomes due during the life of the contract, such test shall be in compliance with all applicable federal, state and local requirements, at the additional cost listed on the pricing page.
5. The cost of materials and labor for the installation of any attachments or features required by insurance companies or by governmental authorities, or for any parts of items which may be damaged by vandalism, misuse, fire, theft, water, or an Act of God, shall not be included in the contract price for this maintenance service.
However, it is understood that the contractor shall be required to furnish the parts at a cost not to exceed the current market price for the parts and the labor for the installation of the parts at the hourly rates established in the bid.
6. The Library shall approve all necessary examination forms to be used by the contractor in order to ensure compliance with the above specifications. These forms will be filed in the elevator machine room for each elevator and shall become property of the Library.

7. If the maintenance level is questioned by the Library, the City of Detroit Elevator Inspector may be called to verify possible negligence. If the alleged negligence is verified, the costs of such inspection and corrective action will be borne by the contractor.
8. Evaluation standards shall be met to assure that the elevators are maintained at a performance level in line with the original design:
 - A. Door Performance: In evaluating the door performance, complete door opening and closing times will be used. A determination that the doors open and close smoothly without slamming will also be required. Door closing pressures will be maintained in conformance to existing codes. Door reopen devices shall be maintained to operate as originally installed.
 - B. Landing Performance: Landing accuracy shall be plus or minus $\frac{1}{2}$ ", regardless of number of passengers, up to rated capacity.
 - C. Rated Speed Performance: Rated speed shall be maintained within plus or minus 5%.
9. ***Schedule of Complete Maintenance Elevator Service Outline:*** The following schedule of examination and maintenance operations shall be followed in carrying out the performance of this contract. This schedule constitutes the minimum of operations and frequency of performance required. The successful contractor must recognize that additional services may be required in order to comply with performance evaluation requirements.
 - A. **Service Intervals:** Examination shall be provided at the specified interval. During such examinations the following operations are to be performed, but not limited to:
 1. Ride each car; check operation of car and hoist way doors; also acceleration; deceleration, floor stops, leveling, and brake action. Make required corrections.
 2. Inspect and wipe clean all motors, machines and generators.
 3. Inspect controllers, selectors and governors.
 4. Clean and adjust all controller contacts and renew worn contacts and/or shunts where necessary. Check sequence operation.
 5. Wipe clean all motor, generator and exciter commutators, clean and check brushes and brush holders. Renew or reset brushes, when necessary.
 6. Clean direction and accelerating switches.
 7. Inspect brake operation. Check shoe to brake pulley clearance and adjust as required for proper operation. Clean pulley, if necessary.
 8. Clean machine room.
 9. Check floors for missing indicator plates, arrows, buttons, etc. and replace where required.
 10. Replace or repair all non-functional lamps.
 11. Inspect door monitoring equipment and safety edge units. Clean, lubricate, adjust or repair, as necessary.
 12. Test emergency telephones.

B. Quarterly Services:

1. Clean hoist way pits and inspect equipment in them.
2. Inspect working parts or all governors for free operation, clean and lubricate as necessary. Check contacts, shaft, brushings, and rubbing surfaces for cleanliness and wear.
3. Inspect all door operating equipment, including motor brushes, commutator, belts or chains, contacts, drive canes and clocks. Clean, lubricate, adjust or replace, as necessary.
4. Examine all wire ropes and fastenings, check and adjust rope tension.
5. Examine traveling cables for wear and position.
6. Examine counterweight. Tighten all loose belts. If welds are cracked or broken, bring to attention of the Library.
7. Clean and lubricate automatic slow down and stopping switches on top of cars and in hoist way.
8. Clean car position indicators; adjust if necessary.
9. Inspect and clean car guides. Replace worn and cracked parts.
10. Check and clean car fan motors for proper operation.
11. Blow out and vacuum clean controller; motors and motor generator sets.

C. Semi-annual Services:

1. Check bearings for proper operations and wear.
2. Examine machine gear teeth for cutting or noise.
3. While riding on top of cars, physically check condition and operation of door locking equipment.
4. Perform electrical test of door interlock circuits.
5. Examine door locks and door closer equipment. Clean door channels.
6. Examine car and counterweight guide shoe and fastening.
7. Renew guides or rollers when necessary. Lubricate sliding guide shoes.
8. Remove car station cover, blow out; clean switches and buttons.

D. Annual Services:

1. Examine, clean with proper solution, and repair as necessary, commutator, brushes and brush holders of all small control motors and regulators.
2. Thoroughly examine and clean starter and control panels. Check each contactor and relay by hand for wear, cleanliness, proper adjustment. Clean, re-adjust, repair or replace, as necessary.
3. Check, clean and adjust operation of slow down and limit switches.
4. Examine all moving parts of governor and safety for free operation. Clean and adjust.
5. Examine, clean and add oil to buffers, if necessary. Perform "hand test" of plunger return.

6. Drain machine gear oil; seal any oil leaks; examine gear teeth, refill with fresh oil.
7. Overhaul machine brake, including disassembly, cleaning, replacement of worn component, reassembly and re-adjustment.
8. Provide five (5) full-load governor and safety test per City of Detroit Elevator Code, if required during the contract period.
9. Clean and lubricate hoist way door hangers, track and door arms.
10. Examine care and counterweight wire hoist ropes and governor ropes for wear and condition; re-rope, if necessary.
11. Clean rails, hatch walls, car top, pit, overhead sheaves and beams. Check brackets and bolts for tightness.
12. Each summer, the vendor shall have a major preventative maintenance program to include all contactors, relays, switches, timing adjustments — electrical and electronics parts, mechanical parts, including door operators, door tracks, hoist motors, cables, indicating lamps, call buttons, and all equipment as originally installed, or approved variations by the Library.
13. Perform a complete systems check of all logic features and/ or programs if available and as determined by the Library.
14. Test firemen service operations and emergency power operations in accordance with ANSI 17.1 safety code for elevators and escalators at a time, as determined by the Library.
15. Automatic communication systems that are part of elevator car shall be tested and maintained as originally installed.
16. Hydraulic elevators shall be inspected and tested as per ANSI 17.2.
17. The contractor(s) shall, at the prescribed time interval examine, adjust, clean and lubricate as required, the following parts, where applicable: All safety devices and feature, copper and carbon contacts, contact springs, brushes, door and gate contacts, governor sheaves, governor, solid state components, hall buttons, signals, brake, controller, pump, valves, door operators, door guides and rollers, door interlocks, leveling devices and cams, guide rails, rail brackets, guide shoes, roller guides, ledges, door sills, door closers, door hanger, all machine components, oil return systems, the elevator pit, gland packing, selectors and components, deflector or idler sheaves, and compensating assemblies.
18. The contractor(s) shall provide as required at no additional cost, all cleaning materials and lubricants meeting the specifications for lubricants as recommended by the manufacturer. Hydraulic fluid to maintain fluid at level recommendations by the manufacturer will be furnished by the Contractor.

E. **Repair Work:** Repair work not covered under this contract must be pursued on the site without interruption, on a regular working hour basis, until the job is completed. Should the Library request that the work proceed on a 24-hour basis, the contractor shall be reimbursed on the overtime labor rate for these regular hours.

Time and Material

1. The cost of all parts and labor cost for the replacement or repair of these parts shall not be included in the contract price for the maintenance service. However, it is to be understood that the contractor(s) shall be required to furnish these parts at a cost not to exceed the current market price for the parts. The contractor(s) may be required to furnish the labor for removal and replacement of these parts and for the performance of the safety tests at the hourly rate as established by this bid.
2. It is expected that all of the above work will be performed during the normal daytime working hours of the elevator trade. If emergency service is requested by the Library, such service shall be performed at the rates established by the contractor's bid.
3. The contractor shall provide all approved and necessary examination forms to be used in order to ensure compliance with the above specifications. These forms will be filed in the elevator machine room for each respective elevator.
4. When the level of contract maintenance performance is questioned by the Library, the City of Detroit Elevator Inspector may be called to verify possible negligence on the part of the contractor. If the alleged negligence is verified, the costs of such inspection and corrective action will be borne by the contractor.
5. The contractor(s) shall immediately notify the Library when any parts or components within the elevator system may require repair, modification or replacement. Should a failure to or in the elevator system occur because the contractor(s) did not notify the Library the contractor(s) shall be liable for any and all costs incurred by the Library to make the elevator operative.

PRICING PAGE

Location	Detroit Reg. Number	Usage	Type- Landings	Service Type	Cost
MAIN LIBRARY					
<i>H&T</i>	7450	DUMBWAITER	TRACTION - 4	AR	
<i>GI</i>	7888	DUMBWAITER	TRACTION - 4	AR	
<i>CHILDRENS</i>	8093	DUMBWAITER	TRACTION - 4	AR	
<i>BURTON</i>	8094	DUMBWAITER	TRACTION - 4	AR	
<i>S&E (S/W)</i>	8095	DUMBWAITER	TRACTION - 4	AR	
<i>S&E</i>	10628	DUMBWAITER	TRACTION - 4	AR	
<i>S&E</i>	10627	DUMBWAITER	TRACTION - 4	AR	
<i>BURTON</i>	8040	PASS - ELEV	HYDRAULIC - 3	AR	
<i>SHIPPING</i>	8041	PASS - ELEV	HYDRAULIC - 4	AR	
<i>CASS</i>	7886	PASS - ELEV	TRACTION - 5	AR	
<i>STACK</i>	7887	PASS - ELEV	TRACTION - 8	AR	
<i>GI</i>	8229	PASS - ELEV	TRACTION - 5	AR	
<i>FRIENDS</i>	10086	WHEEL CHAIR LIFT	HYDRAULIC-2	AR	
REDFORD	9495	PASS - ELEV	HYDRAULIC-4	AR	

Key to Pricing Page:

AR- As Required

Repair Costs

Repair Service	Regular	Overtime	Weekend/Holiday
	\$_____/Hour	\$_____/Hour	\$_____/Hour

List any additional costs not covered on a separate sheet.

Materials

Please provide the percentage markup from the Contractor's cost to be charge to DPL for any parts and materials. DPL reserves the right to audit the Contractor's invoices upon request.

Parts will be invoiced at: _____ % from manufacturer's price list.